

**TOWN OF NORTHFIELD
SELECTBOARD RETREAT
Minutes of May 5, 2007**

- I. **ROLL CALL.** Selectboard Chair Melvin Adams, Selectmen Kenneth Johnson, Roger LeClair, Charles Morse, and Gregory Sanders. Also present was Town Manager Nanci Allard,

Chair Adams opened the meeting at 9:00 a.m.

- II. **OPENING REMARKS.** The purpose of the retreat was to allow the Board to have an open and lengthy discussion (if needed) on issues facing the community.

III. **DISCUSSION TOPICS**

- a. **Ambulance Service.** Manager Allard explained the current working structure of the Ambulance Service including (but not limited to) staffing; statutory requirements for a service that bills patients; housing; and future needs. The Board asked the Manager to report on all the costs to maintain the service including operating costs; revenues; billing; and write-offs.
- b. **Municipal Facilities.** Various options were discussed regarding facility needs. Improving the quarters for the Police Department is at the top of the priority list for all members of the Board. The Board asked the Manager to start right away to look into an addition onto the existing Fire Station. The Board asked Manager Allard to work on a report as to the conditions of the existing Municipal Office and address the needs for each department within that building.
- c. **Planning and Economic Development.** Manager Allard described what is being done toward economic development efforts for the community. Economic Development is a slow moving process and the Town has limited space available for it. The Board expressed their desire to see sewer treatment extended to the Route 12 and 12A area.
- d. **Highway Infrastructure.** Manager Allard suggested that we have a professional review our roads, prioritize needs, and create a long-term Capital Improvement Plan to address this issue.
- e. **Merger/Charter.** Chair Adams briefed the Board on the status of the work that the Merger Committee is doing.
- f. **Grand Juror.** The Board has a brief discussion about the qualifications and responsibilities of a Grand Juror.
- g. **Working relationships (inside/outside offices).** Manager Allard spoke about the newly formed Board of Recreation and described the work they plan to do to bring more programs to the community. The Board of Recreation Chair will attend the next regularly scheduled Selectboard Meeting (May 7, 2007).
- h. **Manager's Annual Evaluation.** Members of the Board are to have them completed by May 7, 2007.

- IV. **ADJOURNMENT.** Without objection, the Board adjourned at 1:30 p.m.

Respectfully submitted,

Nanci A. Allard

Nanci A. Allard, Acting Clerk

These minutes are subject to approval at the next regular Board meeting.